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SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 32-1021

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Civil Engineering

**PLANNING AND PROGRAMMING
MILITARY CONSTRUCTION (MILCON)
PROJECTS**

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This Instruction implements Air Force Policy Directive (AFPD) 32-10, *Installations and Facilities* and Department of Defense Directive (DoDD) 4270.5, *Military Construction*. It provides guidance on how to plan, develop, and obtain approval for Military Construction (MILCON) projects. It applies to the active forces, the Air National Guard (ANG), and the US Air Force Reserve. It addresses facilities obtained through military construction, Unspecified Minor Military Construction (UMMC), Defense Logistics Agency (DLA) Fuels MILCON, emergency construction, Defense Access Roads (DAR), and relocatable building programs. It excludes military family housing (MFH), medical facility funding, DLA and defense-wide military construction programs, non-appropriated fund (NAF) and host nation funded construction programs, operations and maintenance (O&M) funded minor construction, Working Capital funds, and construction projects funded with research, development, test, and evaluation (RDT&E) funds. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW the Air Force Records Disposition Schedule (RDS) located in the air Force Records Information Management System (AFRIMS). or any updated statement provided by the AF Records Management Office (SAF/CIO A6P) The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, T-3) number following the statement. See AFI 33-360, *Publications and Forms Management*, for a

description of the authorities associated with the Tier numbers (T-0 through T3). Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

SUMMARY OF CHANGES

Revises AFI 32-1021, 31 October 2014 to incorporate the Compliance Statements recommended for edit, rewrite, and reduction. This was due to the AF publication Assessment for Reform. All the changes accepted has been incorporated in this Revision. In addition, the designations AF/A7C, AF/A7CF, and AF/A7CFC have been changed to the new designation AF/A4C, AF/A4CF, and AF/A4CFC respectively. This change is due to the Air Force reorganization.

This document is substantially revised. Revisions include updated and expanded sections on MILCON planning and programming processes, host and tenant responsibilities, MILCON submittal procedures, cost estimating, DLA fuels, UMMC, relocatable and temporary facilities, and the DAR construction program. New project compliance certification, demolition policy, sustainable design, and antiterrorism (AT) requirements for MILCON projects are also included.

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Chapter 1

PRINCIPLES AND RESPONSIBILITIES

1.1. Facility Project Planning and Programming Objective. The objective of facility project planning and programming is to provide adequate facilities needed to perform the Air Force mission. All commanders and civilian directors shall support this objective by ensuring project requests meet validated requirements; are in compliance with all applicable standards; are programmed at the lowest life cycle cost; achieve optimum resource efficiency and minimize damage to the natural and human environments. (T-3)

1.2. Principles. Planning and programming facilities follows these principles:

1.2.1. Facility Project Planning. Facility project planning identifies facilities needed to satisfy current and known or planned future mission requirements, determines the most economical means of providing those facilities, and identifies the year in which they are required. This determination should always begin with an evaluation of existing facilities for their suitability to satisfy mission requirements.

1.2.2. Military Construction (MILCON) Programming. MILCON programming is the process of acquiring both the authority and resources necessary to meet facility requirements identified by the planning process. A construction project with an estimated cost greater than \$1,000,000 is normally funded through the MILCON Program.

1.3. Responsibilities.

1.3.1. Deputy Assistant Secretary of the Air Force (Environmental, Safety and Infrastructure), SAF/IEE. Provides Air Force policy development and oversight, and advocates for the MILCON program through the Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congress.

1.3.2. Secretary of the Air Force Administrative Assistant, SAF/AA. Acts as a Major Command (MAJCOM) representative for Field Operating Agencies (FOA) that report to elements of the Headquarters Air Force (HAF), in accordance with the Program Objective Memorandum Preparation Instruction (PPI) guidance.

1.3.3. The Director of Civil Engineers, AF/A4C. Formulates guidance governing the Air Force MILCON program, overseas development of Air Force capital investment strategies, and advocates for resources through the Air Force Corporate Structure, OSD, OMB, and Congress.

1.3.4. The Facility Management Division, AF/A4CF. Formulates guidance and procedures governing the Air Force MILCON program, develops Air Force capital investment strategies, reviews MILCON programs, and integrates Total Force (Active Air Force, Air National Guard, Air Force Reserve) MILCON projects into a single prioritized list based on a pre-approved MILCON Model and presents the MILCON program to the Air Force Corporate Structure for approval. Advocates for MILCON resources through the Air Force Corporate Structure, OSD, OMB, and Congress. Coordinates construction programs requiring interagency approvals, such as DAR, medical facilities, defense fuels, and energy conservation.

1.3.5. Air Force Civil Engineer Center, AFCEC. Consults with MAJCOM/DRU/FOA and the Base Civil Engineer (BCE) during the planning and planning charrette phases. Refer to Section 1.5.1.3 of AFI 32-1023, “Designing and Constructing Military Construction Projects” for definition of Planning and Planning Charrette. Responsible for executing the planning charrette and developing the initial planning documents for MILCON projects. Facilitates Project Definition Rating Index (PDRI) assessment during the planning charrette process to evaluate and mitigate project risk. Follow Engineering and Construction Bulletin (ECB) 2010-17, *Implementation of Project Definition Rating Index* or the most current guidance for PDRI development. AFCEC does not execute ANG MILCON program.

1.3.6. US Air Force Reserve, AF/RE. Issues guidance to Air Force Reserve Command (AFRC) for submitting its MILCON program, reviews and validates the cost estimate and scope of each project and submits a prioritized list of projects to AF/A4CF for developing the Total Force prioritized MILCON list. Assists Air Staff in determining size and content of their MILCON program. Prepares and submits the AFR MILCON portion of the President’s Budget. Advocates for the AFRC MILCON program through OSD and Congress. AFRC, in coordination with Air Force Civil Engineer Center (AFCEC), United States Army Corps of Engineers (USACE), or United States Naval Facilities Engineering Command (NAVFAC), will continue to accomplish AFRC MILCON programming, design, and execution.

1.3.7. Air National Guard, NGB/A7. Provides instructions to ANG installation commanders for planning and preparing construction programs, reviews and validates cost estimate and scope of each MILCON project and submits the prioritized list of projects to AF/A4CF for developing the Total Force MILCON list. Assists Air Staff in determining size and content of their MILCON program. Prepares and submits the ANG MILCON portion of the President’s Budget. Advocates for the ANG MILCON program through National Guard Bureau, OSD, and Congress. ANG will continue to accomplish ANG MILCON programming, design, and execution (T-2). .

1.3.8. Major Commands (MAJCOM), Field Operating Agencies (FOA) and Direct Reporting Units (DRU). Plan, program, review, validate, prioritize, and submits MILCON programs in accordance with guidance issued by AF/A4CF and all applicable Air Force Instructions. Coordinates with all applicable functions to verify all requirements are documented and cost estimates are accurate. . FOAs that report to MAJCOMs will provide instructions and guidance to installation commanders for planning and submitting MILCON programs; to include review and validation of scope, cost estimates, as well as validation and prioritization of all facility requirements. **(T-2).** FOAs will submit their MILCON requirements in accordance with the latest PPI guidance. **(T-2).**

1.3.9. Installation Commander. Identifies, plans, and programs facilities to support their assigned missions. **(T-1).** Determines whether existing facilities are available to meet the mission requirement (refer to AFI 32-9001, *Acquisition of Real Property*); ensures existing facilities are used economically and efficiently and that excess space is evaluated for demolition. Reviews, validates, prioritizes, and submits MILCON programs to their assigned MAJCOM. Installation Commander will ensures all requirements necessary to make the MILCON a complete and usable facility are identified. **(T-1).**

1.3.10. Installation Base Civil Engineer (BCE). Ensures all required certifications and environmental actions are complete or well underway prior to project submission to

MAJCOM for programming consideration. Accomplishes required planning actions, compliance items, and certificates for every MILCON project and retains for future reference and project management. Develops initial planning documents to support the installation's MILCON projects in accordance with AFI 32-1023, *Designing and Constructing Military Construction Projects*. Submits the planning documents for each prioritized MILCON project to their assigned MAJCOM.

1.3.11. Host, Tenant, and Supported Unit Responsibilities. The host installation provides services to tenant and supported units IAW AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures* and AFI 65-601, Vol 1, *Budget Guidance and Procedures*.

1.3.11.1. Projects for On-Base Tenants and Supported Units. Commanders will ensure that host installations provide facilities and/or space needed by on-base tenants or supported units from existing assets, if available. **(T-2).** If adequate existing facilities are not available, or if the tenant requires construction or renovation of facilities for its sole use, Commanders will ensure that the host installation will prepare program-related project documentation on behalf of the tenant or supported unit's mission. **(T-3).** Commanders will that the host installation will then forward documentation concurrently to the host MAJCOM/DRU or supported MAJCOM Civil Engineers/HAF representatives and the tenant. **(T-2).** Any MILCON requirements programmed or planned by other organizations must be coordinated by the host base MAJCOM/CV. Commanders will ensure that this level of authority will not be delegated below the host MAJCOM/CV. **(T-2).** Additionally, for mission bed-down MILCON, the host base MAJCOM/DRU and supported MAJCOM Civil Engineers/HAF representatives must participate in the bed-down planning and the host MAJCOM/CV should coordinate on the bed-down plan IAW AFI 10-503, *Strategic Basing*. The tenant or supported unit's command will validate the project, establish its priority, and submit the project as part of its MILCON submittal to AF/A4CF. **(T-1).** AFR/ANG should reference AFI 32-1012, *Reserve Component Facilities Programs*.

1.3.11.2. Air Force Reserve Components Units. Commanders will ensure that host Installations will follow AFI 25-201, "Support Agreements Procedures" on host-tenant relationships when reserve component units are tenants on Air Force installations. **(T-0)**

1.3.11.3. Joint Basing. At joint bases, refer to Department of Defense Initial Guidance for BRAC 2005 Joint Basing Implementation dated January 22, 2008; Department of Defense Facilities Investment Supplemental Guidance for Implementing and Operating a Joint Base dated April 15, 2008. **Table 1.1** summarizes the programming and budgeting responsibilities highlighted in the DoD Initial Guidance for BRAC 2005.

Table 1.1. Joint Base MILCON Programming and Budgeting Responsibilities.

JOINT BASE MILCON PROGRAMMING AND BUDGETING RESPONSIBILITIES			
Facilities	DoD Financial Management Regulation (Volume 2B, Chapter 8) Work Definition	Component Responsible for Programming & Budgeting	
		Supporting Component	Supported Component
Installation Support Facilities and Common Infrastructure for which the Supporting Component is generating the requirement ¹	New Construction ²	X	
Mission Facilities for which the Supporting Component is generating the requirement	New Construction ²	X	
Installation Support Facilities and Common Infrastructure for which the Supported Component is generating the requirement ¹	New Construction ²		X
Mission Facilities for which the Supported Component is generating the requirement	New Construction ²		X

Notes:

1. For example, the Component generating an increase to the Joint Base population is responsible for any new construction needed to expand installation support facilities to accommodate the population increase. See DUSD(IE) memorandum, 15 Apr 08, for examples of Installation Support Facilities types.

2. New construction encompasses activities that provide new or expanded facilities. New construction adds footprint and increases the real property inventory.

General Note. The following guidance applies to projects carried out under Title 10 U.S.C. 2854, Restoration or Replacement of Damaged or Destroyed Facilities. Programming and budgeting for Installation Support Facilities and Common Infrastructure are the responsibility of the Supporting Component. Programming and budgeting for Mission Facilities are the responsibility of the component owning the mission.

1.3.11.4. Joint Use of Installations with Other Agencies. Commanders will ensure host installations will follow AFI 25-201, "Support Agreements Procedures" in cases where units of other government agencies, departments, or military services use facilities or portions of an Air Force installation. Commanders will ensure that each MILCON project must be reviewed for joint use potential and certified in the certificate of compliance and stated on DD Form 1391. (See Chapter 2) **(T-0)**.

1.3.11.5. **Installations in Foreign Countries.** In foreign countries, Commanders will ensure that installations follow guidelines outlined in the Status of Forces Agreement (SOFA) or country-to-country agreements during the planning, design, and construction of the project. **(T-0).** In addition; Installations can follow their MAJCOMs unique supplemental guidance to the AFIs for MILCON projects. Refer to AFI 25-201, “Support Agreements Procedures.”

Chapter 2

MILITARY CONSTRUCTION PROJECT PLANNING

2.1. Planning. Effective planning establishes facility and infrastructure requirements critical for mission accomplishment and proposes the most effective and economical means of satisfying those requirements.

2.2. Planning Actions.

2.2.1. Determine Requirements. Installations identify facility needs 3-5 years in the future and determine which needs cannot be met with existing facilities. Installation commanders review, validate, and prioritize installation MILCON facility requirements. MAJCOM/FOA/DRUs review and submit their programs as outlined in [paragraph 3.3.5](#). Commanders will ensure that requirements are based on AFMAN 32-1084, *Facility Requirements*, which provides typical requirements for a given facility type. Reference to other Air Force or DoD publications or a detailed study of unique user requirements may also be necessary to determine complete needs. The ANG and AFR have unique facility requirements that can be different from active duty installations. ANG unique facility requirements are published by NGB/A7. AFR unique facility requirements are contained in AFRCH 32-1001, “Standard Facility Requirements.

2.2.2. Evaluate Alternative Solutions. Installations evaluate existing assets and determine the most economical and effective means of satisfying facility needs. **(T-2).** Consideration should be made for consolidating requirements into existing or “right-sized” facilities to reduce the Air Force physical plant. New construction greater than \$2M requires justification based on an economic analysis performed in accordance with AFI 65-501, *Economic Analysis*.

2.2.3. Initiate Programming Actions. When it is determined that a facility should be constructed or upgraded, the BCE will initiate the construction programming process, and complete the initial planning documents, including a DD Form 1391, facility siting documentation, EIAP review, and all other applicable documents. **(T-0).** The BCE shall enter the DD Form 1391 information in the Civil Engineer (CE) electronic programming database. **(T-1).**

2.3. Certificate of Compliance for Critical Planning Actions. Commanders will ensure that installations shall complete several planning actions for every MILCON project. **(T-3).** Commanders will ensure that these planning results should be approved by the Installation Facilities Board before obtaining the Certificate of Compliance for Critical Planning Actions (as shown in Attachment 2), signed by the installation commander, documenting completion of these actions. **(T-1).** MAJCOM/FOA/DRUs review these certificates to ensure installations have fulfilled all compliance requirements, and BCE shall retain them in the project folder at the installation for future reference and use. **(T-3).** Although this certificate is only completed once, MAJCOM/FOA/DRUs shall ensure required actions take place when and as needed. **(T-1).** The following paragraphs, listed in the same order on the certificate, briefly describe the actions being certified. If more detailed information is necessary to ensure compliance, referenced documents should be reviewed.

2.3.1. Environmental Impact Analysis Process (EIAP). (Attachment 2, Item 1). Commanders will ensure that the EIAP is complete before initiating MILCON projects for both CONUS and OCONUS. **(T-0).** Refer to AFI 32-7061, *The Environmental Impact Analysis Process (EIAP)* as promulgated at 32 CFR Part 989, *Environmental Impact Analysis Process (EIAP)*. Commanders will ensure that projects outside the United States, its territories and possessions shall comply with DODI 4715.5, “Environmental Compliance at Installations Outside the United States”. **(T-0)**

2.3.2. Wetlands and Floodplains. (Attachment 2, Items 2 and 3). Before MILCON projects are submitted to the MAJCOM/DRU, Commanders will ensure that they comply with Executive Order 11990, *Protection of Wetlands*, Executive Order 11988, *Floodplain Management*, and Executive Order 13653, *Preparing the United States for the Impacts of Climate Change*. **(T-2).** Refer to AFI 32-7064, *Integrated Natural Resources Management* and 32 § CFR Part 989.14g. When any of these Executive Orders apply, Commanders will ensure that a Finding of No Practical Alternative (FONPA) must be completed and submitted to the MAJCOM/DRU Environmental Planning Function (EPF) before action is taken. **(T-0).** Compliance with these Executive Orders may be accomplished as part of the EIAP documentation. Projects with potential impact to wetlands and/or floodplains may require special permits and authorizations. Consult with the US Army Corps of Engineers, Regulatory District Office, or the Naval Facilities Engineering Command prior to initiating any actions affecting wetlands or floodplains.

2.3.3. Coastal Zone Management. (Attachment 2, Item 4). Refer to AFI 32-7064.

2.3.4. Coastal Barrier Resources. (Attachment 2, Item 5). Refer to AFI 32-7064.

2.3.5. Threatened and Endangered Species. (Attachment 2, Item 6). Installation Commanders shall consult with the US Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS), according to Section 7 of the Endangered Species Act, for MILCON actions potentially affecting threatened or endangered species. **(T-0).** These consultations should be completed before the FONSI or ROD is signed. Refer to AFI 32-7064.

2.3.6. Cultural Resources Management. (Attachment 2, Item 7). Commanders will ensure that areas of potential effect shall be surveyed to identify historic buildings, archaeological sites, and other cultural resources. **(T-0).** Installation Commander shall report survey results, regardless of the findings, to the State Historic Preservation Officer (SHPO) for consultation in accordance with Section 106 of the National Historic Preservation Act. **(T-0).** Commanders will ensure that consultation is also conducted with any Native American tribe or Native Hawaiian organization that attaches religious and cultural significance to historic properties in the area of potential effect. **(T-0).** Further consultation with the Advisory Council on Historic Preservation (ACHP) is necessary when a National Historic Landmark is affected or when adverse effects cannot be resolved with the SHPO. This process shall be completed prior to project award or obligation of funds. Refer to AFI 32-7065, *Cultural Resources Management* and 36 CFR Part 800, *Protection of Historic Properties*. Installations should be aware of the requirement to stop work after inadvertent discovery of cultural items as defined in Title 25 United States Code, section 3001- 3013, the Native American Graves Protection and Repatriation Act. Installations should includes provisions in construction contract for possible delays in areas where

inadvertent discovery is possible. The discovery should be protected in accordance with federal law, regulation, and any existing executed agreements.

2.3.7. Interagency and Intergovernmental Coordination. (Attachment 2, Item 8). Installation Commanders shall submit data to state and local review agencies on proposed construction projects and real property acquisition plans that may affect local, regional (area-wide), and state community plans, programs, and projects in accordance with applicable laws and regulations. **(T-0).**

2.3.8. Environmental Permits. (Attachment 2, Item 9).

2.3.8.1. Environmental Compliance. Commanders will ensure that Permits required by applicable federal, state, interstate, or local regulations shall be obtained before constructing or operating a facility that emits or generates pollutants. **(T-0).** Permits may be required for construction or modification of wastewater, drinking water, storm water runoff systems, and underground storage tanks. Applicable federal laws include 42 U.S.C. §§ 9601 - 9675, *Comprehensive Environmental Response, Compensation, and Liability Act*, 42 U.S.C. §§ 7401 - 7671q, *Clean Air Act*; 33 U.S.C. §§1251 - 1387, *Federal Water Pollution Control Act*; 42 U.S.C. §§ 6901 - 6992k, *Resource Conservation and Recovery Act*; and 42 U.S.C. §§ 300f - 300j-26, *Safe Drinking Water Act*.

2.3.8.2. Permits. Base Civil Engineer shall obtain environmental permits required for MILCON projects, or make certain the appropriate government contractor has obtained the required permits. **(T-0).** For MILCON projects, the Base Civil Engineer (BCE) shall ensure funds are included in the project to meet all environmental requirements. Base Civil Engineer (BCE) shall forward electronic copies of required permits to AFCEC at earliest completion but no later than requesting Authority to Advertise. **(T-1).**

2.3.9. Potentially Regulated Substances at Existing Sites. (Attachment 2, Item 10). During project planning and design and preparation of EIAP documentation, installations Commanders shall survey the site/structures and soil, where soil disturbance is anticipated, to find out whether hazardous and toxic substances are present. **(T-1).** These substances include, but are not limited to: pesticides; asbestos; lead-based paint; polychlorinated biphenyls (PCBs); ozone-depleting substances; petroleum, oils, and lubricants (POL); and radon. If these materials are present, Commanders will ensure that they are removed, quantified, reported, handled, and disposed in accordance with applicable environmental regulations as part of MILCON project. **(T-3).** The base bioenvironmental engineer and an environmental representative must coordinate and approve design plans before alterations can begin. **(T-3)**

2.3.10. Radon at New Construction Sites. (Attachment 2, Item 11). Installation Commander shall determine if a proposed construction site is likely to generate radon gas and include appropriate mitigation measures in design. **(T-1).**

2.3.11. Environmental Restoration Program (ERP), Including Installation Restoration Program (IRP), Military Munitions Response Program (MMRP) and Other Historic Releases of Hazardous Substances. (Attachment 2, Item 12). Installation Commanders shall ensure project siting and construction should not adversely affect ERP, IRP, or MMRP activities and there are no land use constraints impacting siting and construction. **(T-1).**

2.3.11.1. Historic Release of Hazardous Substances Within MILCON Project Footprints. Installations are responsible for funding all necessary assessments to identify existing site conditions and their associated impact costs. Refer to AFI 32 – 7020, The Environmental Restoration Program for guidance on funding and remediation of historic release of a hazardous substance.

2.3.11.1.1. Project Sited at the Location of a Known Hazardous Substance. Costs for anticipated removal and disposal of contamination within the MILCON project footprint should be included as part of the MILCON project and identified on the DD Form 1391. Additionally, if contamination is unexpectedly encountered during project execution, costs for removing and disposing of contamination within the project footprint can be paid by the MILCON project.

2.3.11.1.2. DLA Fuels MILCON Projects. All POL facilities should be assumed to have had contaminant releases. DLA-Energy should fund the identification, assessment, and remediation cost for POL releases that occurred after 1 October 1992 at POL facilities. Additionally, DLA should fund site assessment during DLA funded Fuels MILCON Project verification phase. Costs for anticipated removal and disposal of POL contamination within the MILCON project footprint should be identified in the DD Form 1391, either as a project cost or as an AF funded O&M cost depending on the date of the POL release. If contamination is unexpectedly encountered during project execution, costs for removing and disposing of contamination within the project footprint should be paid by the MILCON project.

2.3.12. Air Pollutants. (Attachment 2, Item 13). Installation Commanders shall obtain construction and operating permits for air pollution sources according to [paragraph 2.3.8.](#) **(T-0).** Installation Commanders shall ensure facility designs incorporate appropriate pollution control technology and perform a conformity determination, if required, according to AFI 32-7040, *Air Quality Compliance* and AFI 32-7061 as promulgated by 32 CFR Part 989. **(T-0).**

2.3.13. Water Pollutants. (Attachment 2, Item 14). Installation Commanders shall obtain construction and operating permits for water pollution sources according to [paragraph 2.3.8.](#) **(T-0).** Installation Commanders shall also ensure facility designs incorporate appropriate pollution and erosion control technologies and plans are consistent with local, state, and national environmental requirements. **(T-0).**

2.3.14. Solid and Hazardous Wastes. (Attachment 2, Item 15). Installation Commanders shall apply for and obtain construction and operating permits for facilities to be used for managing solid and hazardous wastes to include treatment, storage and disposal facilities according to [paragraph 2.3.8.](#) **(T-0).** Reference AFI 32-7042, *Waste Management* for additional information on sustainable management of construction and demolition debris diversion in all phases of a project life cycle and to comply with EO 13514, *Federal Leadership in Environmental, Energy and Economic Performance*; DoD Strategic Sustainability Performance Plan; and Air Force solid waste diversion goals.

2.3.15. Underground Storage Tanks (UST). (Attachment 2, Item 16). Installation Commanders shall apply for and obtain construction and operating permits for installing, upgrading, or removing underground storage tanks according to [paragraph 2.3.8.](#), if required

by federal, state, or local regulatory agencies. (T-3). NGB/A7 approval is required for UST installation in ANG.

2.3.16. Air Installation Compatible Use Zone (AICUZ). (Attachment 2, Item 17). When applicable, installation Commanders shall ensure siting and design of all facility projects conform to AFI 32-7063, *Air Installation Compatible Use Zone Program* and Land Use Compatibility tables in AFH 32-7084, *AICUZ Program Manager's Guide*. **(T-0).**

2.3.17. Installation Development Plan (IDP). (Attachment 2, Item 18). Installations shall comply with their IDP, recommendations changes, when siting MILCON projects. **(T-2).** The Installation Facilities Board will approve MILCON siting and ensure conformance with the installation strategic vision. **(T-2).** Further guidance on base comprehensive planning is contained in AFI 32-7062, *Air Force Comprehensive Planning* and AFPAM 32-1010, *Land Use Planning*.

2.3.18. Airfield Clearance Criteria. (Attachment 2, Item 19). Installation Commanders shall ensure all facilities and structures conform to the airfield and airspace clearance criteria and airfield frangibility requirements in UFC 03-260-01, *Airfield and Heliport Planning and Design*. **(T-0).** Prior to submitting projects, installation Commanders shall obtain a waiver from their MAJCOM/DRU for any proposed project creating an obstruction or intrusion that may violate airfield and airspace criteria. **(T-1).** Installation Commanders shall coordinate on projects affecting terminal instrument procedures (TERPS) with the installation's TERPS authority (AFMAN 11-226, United States Standard for Terminal Instrument Procedures).

2.3.19. Air Space Use. (Attachment 2, Item 20). Commanders shall ensure that Installations located within the US and its territories file FAA Form 7460-1, *Notice of Proposed Construction or Alterations*. (T-0). Coordinate projects affecting navigable air space (refer to Federal Aviation Regulations, Parts 77, Safe, efficient use, and Preservation of the Navigable Airspace) with the proper Federal Aviation Administration (FAA) region through the regional Air Force representative. (Refer to UFC 03-260-01, paragraph 1.2.2 and Attachment 6; and AFI 13-201, *US Air Force Airspace Management*; for procedures). **(T-0).** Installations outside the US and its territories shall refer to the SOFA for specific procedures.

2.3.20. Explosives Quantity/Distance Siting and Safety Clearance Criteria. (Attachment 2, Item 21). All projects to construct facilities used for storage, handling, testing, and maintenance of explosives or related items require explosive safety siting approval by the Department of Defense Explosives Safety Board (DDESB) prior to award. Other facilities located within an identified explosive quantity-distance zone may also require DDESB site plan approval. Installations shall obtain DDESB siting approval before their MAJCOM/DRU submits the project to HQ USAF. Refer to AFMAN 91-201, *Explosive Safety Standards*. For projects at locations deemed to have a "medium-to-high" risk for Munitions and Explosives of Concern, as approved by the DDESB, investigation and mitigation costs should be included in the DD Form 1391 under Supporting Costs. **(T-1).**

2.3.21. Air Base Survivability, Conventional Hardening, Chemical Protection Levels and Priorities, Camouflage, Concealment and Deception. (Attachment 2, Item 22). When constructing, substantially altering, or renovating facilities, installation Commanders shall follow the air base survivability criteria contained in War Mobilization Plan 1 (WMP-1), Annexes J and L. (T-3). Per AFI 10-401, *Air Force Operations Planning and Execution*,

paragraph 2.14.1., the WMP volumes, access instructions, and restrictions are available electronically using either the GCCS or the A5XW SIPRNet homepage at: <http://c2www.af.pentagon.smil.mil/xoxw/>.

2.3.22. Allowance for the Physically Handicapped. (Attachment 2, Item 23). Installation Commanders shall ensure all new facilities are planned to be readily accessible to and usable by handicapped persons and comply with the Architectural Barriers Act (ABA) chapters 1 through 10. **(T-0).** Installation Commanders shall ensure that alterations to existing facilities are readily accessible to and usable by handicapped persons. **(T-0).** When accessibility cannot be achieved without causing a substantial impairment of significant historic features, forward a request for modification or waiver of access standards to AF/A4CF; AF/RE for Reserve facilities; or NGB/A7 for Air National Guard facilities. For further guidance, refer to AFI 36-2707, *Nondiscrimination on the Basis of Handicap in Programs and Activities Conducted by the Department of the Air Force*.

2.3.23. Real Estate Requirements. (Attachment 2, Item 24). Installation Commanders shall determine whether any proposed construction project requires acquisition of real estate interests and what such interests would cost. **(T-1).** Refer to AFI 32-9001, *“Acquisition of Real Property”* for additional information.

2.3.24. Antiterrorism (AT). (Attachment 2, Item 25). Commanders will ensure that all military construction shall comply with DoD Antiterrorism Construction Standards, UFC 4-010-01, *DoD Minimum Anti-Terrorism Standards for Building*, except when the local Commander sets more stringent standards to meet specific AT threats. **(T-0).** Installation Commanders shall coordinate antiterrorism/force protection facility requirements through the Installation Security Council and/or the Antiterrorism/Force Protection Officer. **(T-1).** Analysis conducted during the project planning and programming phases should assess potential threats and vulnerabilities, review design opportunities and constraints, and integrate protective strategies into the facility and its surroundings. Refer to AFI 10-245, *Antiterrorism (AT)*, UFC 4-020-01, *Security Engineering Facility Planning Manual*, other applicable publications, and annual AF/A4CF MILCON program call letters for additional information. Document on the Certificate of Compliance for Critical Planning Actions and DD Form 1391 when protective measures, provided under [paragraph 2.3.20](#), also satisfy AT requirements.

2.3.25. Excess Space. (Attachment 2, Item 26). Installation commanders shall certify existing excess space cannot be used to satisfy a new requirement in lieu of a MILCON project. **(T-2).**

2.3.26. Temporary Facilities Incident to Construction. (Attachment 2, Item 27). Installation commanders shall certify temporary facilities required incident to MILCON should be demolished or otherwise removed upon completion of the project. **(T-2).** Refer to Chapter 6 of this AFI for more information.

2.3.27. Communications and Information Systems. (Attachment 2, Item 28). Installation commanders shall certify common user communications equipment, information systems, and other pre-wiring requirements were identified and their costs included in MILCON project documentation and base communications budgets as required by AFI 65-601, Vol 1. This includes all MILCON-funded communication items and communications items funded

from other sources. A copy of the communication cost estimate provided by the base communications office should be provided with the DD Form 1391.

2.3.28. Sustainable Design and Development. (Attachment 2, Item 29). Sustainable Design and Development should be incorporated into the project at the planning phase. Commanders will ensure that project requirements shall be guided by the most current UFCs and policy; specifically, UFC 1-200-02, *High Performance and Sustainable Building Requirements*; UFC 3-210-10, *Low Impact Development*; and the most current DoD and AF Sustainable Design and Development policy or Implementing Guidance, which includes third-party green building certification requirements. **(T-0).**

2.3.29. Seismic Considerations. (Attachment 2, Item 30). Commanders will ensure that all projects shall be planned and designed to withstand seismic loading in accordance with UFC 3-310-04, *Seismic Design for Buildings*. **(T-0).** Installation Commanders shall evaluate renovation projects with respect to seismic considerations. (T-3) Installation Commanders shall ensure that existing facilities are evaluated for seismic deficiencies IAW UFC 1-200-01 *General Building Requirements*, Chapter 34. (T-0). Any seismic deficiencies should be mitigated as a result of project completion.

2.3.30. Joint Use Certification. (Attachment 2, Item 31). Congressional Authorization and Appropriation committees directed that all MILCON project requests include a certification that the project was evaluated for joint use or unilateral construction. Commanders will ensure that the selected recommendation is stated on the DD Form 1391. **(T-0).** Refer to annual AF/A4CF call letter for applicable Joint Use statement.

Chapter 3

MILITARY CONSTRUCTION PROGRAMMING

3.1. MILCON Programming. Programming is the process of developing and obtaining approval and funding for MILCON projects. Installations and FOAs identify, develop, and validate MILCON projects, and submit prioritized list of projects to their MAJCOM/FOA/DRU representative. MAJCOM/FOA/DRUs compile, validate, and submit MILCON programs according to this AFI and instructions provided in annual HQ USAF MILCON program call letters. In addition; NGB/A7A and AFRC/A7P compile, validate and submit their MILCON programs according to AFI and instructions provided in annual HQ USAF MILCON program call letter. AF/A4CF presents the Total Force AF MILCON program to the Air Force Corporate Structure and advocates for MILCON resources through the Air Force Corporate Structure and OSD.

3.2. MILCON Definition. Military Construction, as defined in 10 U.S.C. § 2801, *Scope of Chapter, Definitions* and § 2802, *Military Construction Projects* includes any construction, development, conversion, or extension of any kind carried out with respect to a military installation. MILCON includes construction projects for all types of buildings, roads, airfield pavements, and utility systems. Military Construction project costing up to \$1,000,000 is generally planned and programmed using other appropriations in accordance with AFI 32 – 1032. The Air Force MILCON program objective is to provide quality facilities to support Air Force missions. A MILCON project includes all construction work necessary to produce a complete and usable facility or a complete and usable improvement to an existing facility.

3.2.1. Project Authority. Authority to carry out a MILCON project includes authority for surveys and site preparation; acquisition, conversion, rehabilitation, or installation of facilities; acquisition and installation of equipment and appurtenances integral to the project; acquisition and installation of supporting facilities (including utilities) and appurtenances incident to the project; and planning, supervision, administration, and overhead incident to the project.

3.2.2. Project Limitations. OMB Circular A-11, Part 2, Section 31.5 mandates fully funded MILCON projects in the President's Budget. Specifically, OMB Circular A-11 encourages phasing of large funded projects into complete and usable phases, with phases in multiple years, when feasible, in lieu of incrementing projects. Each phase should be complete and usable whether or not the following phases are constructed. For large funded (greater than \$200M) projects where phasing is not feasible, OMB approval is necessary to increment projects appropriation over multiple years. Full Authorization of incrementally funding projects is necessary in the first year of the budget cycle and appropriations should be requested over multiple years.

3.3. MILCON Project Development. Project development is one of the most important actions in MILCON programming and is documented using a DD Form 1391. The DD Form 1391, by itself, should explain and justify the project to all levels of the Air Force, OSD, OMB, and Congress. Justification data should clearly describe the impact on mission, people, productivity, life-cycle cost, etc., if the project is not accomplished. BCEs will develop the initial planning documents to support each MILCON project in accordance with AFI 32-1023.

Commanders will ensure that a project folder for each MILCON project must be established at Installation level and all actions throughout the planning process must be recorded. (T-2). In addition, Commanders will ensure that each subsequent change identified during the planning charrette and design process, including changes to the project by OSD actions, are filed. (T-2). Commanders will ensure changes to the DD Form 1391 from the initial planning stages to President's Budget (PB) submission must be tracked and filed for record in the project folder at the installation. (T-2).

3.3.1. Project Identification. With the exception of HQ USAF-directed projects, installation commanders determine which facility needs cannot be met with existing facilities. Installation commanders review, validate, and prioritize installation MILCON facility requirements. (T-2). When it is determined a facility should be constructed or upgraded, the BCE will prepare and submit a DD Form 1391, with all other applicable documentation, and enter the project into the CE electronic programming database. (T-1). Documentation (typically obtained from facility users/tenants) should include a fully justified, indisputable case for accomplishing the project. A project is considered initiated for programming once it is entered into the CE electronic programming database. New Mission MILCON requirements should be identified and advocated through the respective Core Function Lead (CFL) who serves as the principal integrator for their assigned Service Core Function (SCF). For ANG projects, the BCE submits DD Forms 1391/1390 to NGB/A7A. For AFRC projects BCE submit DD Forms 1391/1390 to HQ AFRC/DA7.

3.3.2. Validation. HQ USAF, MAJCOM/FOA/DRUs, and installations shall validate each MILCON project by verifying the requirement that creates the need for the proposed project and confirming the proposed project is the most cost effective means of satisfying the requirement. (T-2). All projects costing over \$2 million, require an economic analysis in accordance with AFI 65-501. The MAJCOM/A7N or equivalent confirms by a signed letter that DD Form 1391 data is accurate and complete.

3.3.3. Project Cost Estimates. Cost estimates should be closely scrutinized to ensure they are in-line with the OSD Pricing Guide or fully justified with historical cost data. Installations and MAJCOM/FOA/DRUs must prepare cost estimates using parametric estimating tools. (T-2). The basis for parametric project cost estimates is completed planning documents, as defined by the USAF Project Managers Guide for Design and Construction. Use the Tri-Service Parametric Cost Engineering System (PACES) as a tool to develop parametric cost estimates; however, PACES cost estimates for primary facilities should be consistent with unit prices published in the OSD Pricing guide. Commanders will ensure that major cost differences between PACES and the OSD Pricing Guide (e.g., clay tile roof versus standing seam metal roof) shall be fully justified in the project file. (T-2). Capture unique requirements of a project as separate line items under Primary or Supporting Facility cost. The cost of Sustainable Design not to exceed 2% should be identified under Primary Facilities. Commanders will ensure that project costs shall include contingency (typically 5%) and Supervision, Inspection, and Overhead (SIOH). (T-1). SIOH costs vary by location and are listed in **Table 3.1**. Coordinate with AFCEC to confirm the project design method, Design Build vs. Traditional. For Design Build projects, a 4% design cost should be included on the DD Form 1391

Table 3.1. Supervision, Inspection, and Overhead (SIOH) Percentage by Location.

Line	Location	Percentage
1	Continental US	5.7%
2	Alaska/Hawaii	6.5%
3	Guam	6.2%
4	United Kingdom	2.5%
5	Afghanistan/Iraq	7.7%
6	All Other Locations Outside the US	6.5%

3.3.3.1. Utility Connections. MILCON projects should capture the cost to connect to existing installation utility infrastructure to provide a complete and usable facility. If existing utilities do not have enough capacity to carry the new loads generated by the project, include the cost to provide this capacity increase under Supporting Facilities. Major base-wide capacity increases should be programmed as a separate project.

3.3.3.1.1. Privatized Utility Connections. This work should be a separate line item in Block 9 (Supporting Facilities), Cost Estimates, titled “Privatized Utility Connection Fee” and described in detail in Block 10, Description of Proposed Construction. The cost estimate should be shown as a lump sum requirement for each privatized utility connection and should not include quantities of materials or components. Utility systems include (but are not limited to) piping, lift stations, transformers, valves, lines, conduit, overhead electrical poles, electrical vaults, water wells, water hydrants, sewer manholes, primary power electrical generators, waste water treatment and collection plants, etc.

3.3.4. Design Schedules. AFCEC shall document design and construction schedules in Block 12 of the DD Form 1391 for each MILCON project. **(T-1).** The schedule should show the design should be complete in time to award the construction in the fiscal year that funding is requested. Coordinate with AF/A4CF the project design schedule.

3.3.5. MAJCOM/FOA/DRU MILCON Program Submittals. MAJCOM/DRUs shall prioritize validated projects and submit their commander or CFL-approved program in accordance with the annual MILCON program call letter issued by AF/A4CF. **(T-2).** Submittals should indicate which projects (if any) support specified Major Defense Acquisition Programs (MDAPS). SAF/AA shall prioritize validated projects and submit the HAF-represented FOA program to AF/A4CF. AFRC and ANG shall submit projects to their respective Joint Service Reserve Component Facility Board in accordance with instructions found in AFI 32-1012. . NGB/A7A and AF/RE shall submit their prioritized validated program to HQ AF/A4CF for total force consolidation and Air Force Corporate Structure review.

3.4. MILCON Program Development. AF/A4CF, in conjunction with other HQ USAF functional offices, will review each MILCON project. In developing the MILCON program, AF/A4CF consolidates projects from SAF/AA (representing FOAs), the MAJCOM/DRUs,

ANG, AFR, and Corporate Adjustments, and presents the proposed program to the Air Force Corporate Structure for approval.

3.4.1. Corporate Adjustments. Corporate Adjustments are projects approved and placed in the MILCON program by Chief of Staff of the Air Force (CSAF) or the Secretary of the Air Force (SECAF) due to their overriding importance to the Air Force. These projects are so necessary that they are considered must-pay bills and do not compete with other MAJCOM/FOA/DRU requirements.

3.5. MILCON and Program Objective Memorandum Schedules. The Air Force submits a MILCON budget annually to OSD in the September time called BES. OSD submits the MILCON program to Congress thru OMB as part of the President's Budget (PB). Additionally, each year, a five-year MILCON program or Future Years Defense Program (FYDP) is developed. The FYDP outlines the MILCON projects proposed for the next five years. Scheduling of these submittals is subject to change and is provided annually by the OSD Comptroller.

3.5.1. Office of the Secretary of Defense Budget Review. The Air Force submits the MILCON budget to OSD by facility category (such as operations and training facilities, maintenance and production facilities, research and development facilities, etc.). OSD reviews every project submitted and issues Resource Management Decisions (RMDs) that transmit their proposed decision on every project (approve, disapprove, revise, or defer to a future year). OSD provides reasons for their decisions. If the Air Force is not satisfied with these decisions and a strong case can be made to rebut the proposed decision, a reclama is developed and submitted by HAF. OSD review and consideration of these reclamas, along with senior level negotiations, determine the final RMD decision and ultimately the content and size of the MILCON program to be included in the President's Budget. After approval by OMB and the President, the budget is submitted to Congress.

3.5.2. Congressional Review. The Secretary of Defense submits the MILCON portion (for all services and Defense-Wide Agencies) of the President's Budget to Congress in listings aggregated by country and state. The Secretary of Defense requests both authorization and appropriation for each MILCON project from Congress.

3.5.2.1. Congressional Authorization. Authorization of MILCON projects is provided by the Defense Authorization Bill that includes authorization requests for other Defense accounts such as Procurement; Research, Development, Test and Evaluation; Operations and Maintenance; and Military Personnel. Normally, all projects that comprise the MILCON total obligation authority (TOA) are included in the authorization request. However, items authorized in a prior year for which only an appropriation is being requested are not included in the authorization request. They are included in the appropriation request only.

3.5.2.1.1. Armed Services Committees. The House and Senate Armed Services Committees review the MILCON authorization request and hold hearings attended by witnesses from each service. These two committees then issue reports detailing their recommendations (referred to as committee marks). The full House and Senate then act on the committee's recommendations and each passes its own version of the authorization program.

3.5.2.1.2. Congressional Authorization Conference Actions. Differences between the House and Senate versions are resolved by an Armed Services Conference Committee which also issues a report that shows how the differences were resolved. Congress then passes the authorization program approved by the conference that becomes the authorization act. After the President signs the act, it becomes law (National Defense Authorization Act).

3.5.2.1.3. Authorization Expirations. If no obligation is made for a project within three years after an authorization act becomes law, the authorization for that project expires, unless an authorization extension is included in the authorization act passed at the end of the third year. AFCEC staffs shall submit requests for extensions to AF/A7CF describing the circumstances that prevented obligation. (T-2). AF/A7CF validates the request and asks OSD, through SAF/IEE, to include requests for the extension in the authorization bill submitted to Congress. An authorization extension is requested for one year at a time for a maximum of two years. Authorization expires after five years and the project is cancelled. ANG submits authorization extensions and changes through AF/A4CF and NGB legislative Liaison.

3.5.2.1.4. Other Matters Included in Authorization Request. The authorization request may include proposed changes to the existing United States Code that the Secretary of Defense submits for legislative consideration. MAJCOM/FOA/DRUs can propose legislative changes to AF/A4CF for consideration. AF/A4CF will review the proposed changes and they should be staffed through SAF/IEE to OSD for consideration.

3.5.2.2. Congressional Appropriation. The Secretary of Defense requests, for all services, appropriations for all items in the MILCON total obligation authority. The MILCON appropriation is a separate bill from all other DoD appropriations. The House and Senate Appropriations Committees follow the same procedure outlined for the Armed Services Committees in **paragraph 3.5.2.1.1.**, in reviewing the appropriation request. After the President signs the bill, it becomes law (Military Construction and Veterans Affairs Appropriations Act). MILCON appropriations expire five years after they are appropriated. However, from time to time, general reductions and rescissions reduce funds available in prior years.

3.6. Advertising Construction Projects. AFCEC will not advertise Construction projects until both the authorization and appropriation bills have been signed into law or given advance authority to advertise from AF/A4CE based on Congressional committee Marks. (T-2).

3.7. Project Files. Installations should maintain MILCON project files according to the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Following is a list of the documents that are necessary as part of the regular MILCON programming process:

1. DD Form 1391
2. DD Form 1391c
 1. Cost Estimate
 2. Deficiency Detail Data Sheet (D3 Sheet)
 3. Single Line Drawing
 4. Site Plan

5. Location Plan
3. Certificate of Compliance for Critical Planning Actions
4. Economic Analysis Certification

In addition to the documents listed above, the items listed in **Table 3.2** serve as adequate supporting documentation for project development.

Table 3.2. Suggested Source Documentation.

Item	Example Documents to Maintain Along with the DD Form 1391c
Scope/Quantity (Primary and Supporting Facilities)	<ul style="list-style-type: none"> •CE electronic database real property module screenshots •Applicable AFMAN 32-1084 pages and cover page showing the publication number and date, if not on the page(s) retained •Site Activation Task Force report (applicable pages) •Building drawings and manual calculations •Area and space measurements and calculations
Unit Cost (Primary and Supporting Facilities)	<ul style="list-style-type: none"> •Applicable UFC pages and cover page showing the publication number and date, if not on the page(s) retained •Detailed calculations performed •CE electronic database real property-project management screenshots of similar projects already contracted and/or completed •PACES report •USACE or contractor reports and calculations
Sustainability and Energy Measures (over 2 percent) All Supporting Facilities Costs	<ul style="list-style-type: none"> •Site Activation Task Force report •Website printouts showing additional energy measure prices •PACES report •USACE or contractor reports and calculations •Communication Squadron cost estimates or quotes •Documented discussions with other organization's experts •Detailed calculations performed

3.8. Special Military Construction Authorities.

3.8.1. Defense Medical MILCON.

3.8.1.1. **Authority.** This program is managed by the Defense Health Agency (DHA) and is funded by the Defense Health Program, not Air Force TOA. This section applies to all active Air Force medical and medical related facilities; it does not apply to ANG or AFR medical or medical training facilities. The following directives apply: DoDI 6015.17, *Planning and Acquisition of Military Health Facilities*; and UFC 4-510-01, *Design: Medical Military Facilities*.

3.8.1.2. **Project Justification, Submittal, and Program Development.** Reference UFC 4-510-01, **Chapter 2**, Planning.

3.8.1.3. **Medical Unspecified Minor Military Construction Requirements.** Installations and MAJCOMs shall process Medical Unspecified Minor Military Construction (UMMC) requirements in the same manner as medical MILCON projects. (T-2). OASD (HA) funds approved projects from the Defense Health Program.

Commanders will ensure that projects programmed under the unspecified minor construction authority shall comply with DoDI 6015.17. (T-0). UMMC programming further is described in Chapter 4 of this Instruction.

3.8.1.4. Medical Relocatable Facilities. Medical relocatable facilities are provided in accordance with guidance in Chapter 6 of this Instruction.

3.8.2. Defense Access Road (DAR) Program.

3.8.2.1. General. This program provides a means for DoD to contribute funding to improve public highways serving defense installations and activities. The program is authorized by Section 210 of Title 23, CFR, Part 660, Subpart E, *Defense Access Roads*, and implemented by Army Regulation 55-80, *DoD Transportation Engineering Program*. The DAR Program is managed by Military Surface Deployment and Distribution Command (SDDC), Department of the Army, and co-administered by the Federal Highway Administration (FHWA), Department of Transportation. The FHWA is the link to State and local transportation agencies that normally execute the projects.

3.8.2.2. DAR Project Justification and Submittal. The DoD expects state and local transportation agencies to develop and maintain public highways that serve permanent defense installations. Before requesting funds through the DAR program, an installation Commanders shall first request the jurisdictional authority to fund and accomplish the required improvements. **(T-1).** However, some defense-generated impact may be too sudden or unusual to be incorporated into normal civil highway improvement programs. Such impacts could include traffic increases due to major on-base facility expansions, addition of a new entrance gate, a requirement to move unique defense vehicles on low-volume roads, or realignment of public roads due to new facility development (e.g., runway extension). When it is understood that State and local authorities cannot or choose not to not fund the necessary improvements, installations Commanders shall submit an Access Road Needs Report through their MAJCOM/DRU to AF/A4CF for requirement validation. **(T-1).**

3.8.2.3. DAR Project Programming and Execution. Upon validation, AF/A4CF will coordinate the requirement with SDDC for eligibility determination and certification that the road is important to national defense. With AF/A4CF validation and SDDC certification, the MAJCOM/DRU shall include the project in the next command MILCON submittal, and clearly identify the requirement on the DD Form 1391 as a DAR project. (T-2). Air Force funds are transferred to the FHWA via Standard Form 1151, Non-expenditure Transfer Authorization, to proceed with project design and construction.

3.8.3. Energy Conservation Program. Title 10 U.S.C. §§ 2912 - 2913 allow the installation to share in savings from energy reductions. One-half of the savings remain at the installation to be used for maintenance and repair; minor alterations to existing military family housing units (with family housing energy savings); UMC projects that enhance quality of life; or morale, welfare, or recreation (MWR) facilities/services that can be supported with appropriated funds. The other half of the savings is to be used for additional energy conservation measures. This portion is to be accumulated and managed by the MAJCOM/DRU. Refer to DoD 7000.14-R, Volume 12, Chapter 12 for further guidance.

3.8.3.1. **Normal MILCON.** Energy projects may be MILCON-funded as outlined in **paragraph 3.4** of this Instruction.

3.8.3.2. **Energy Conservation Investment Program (ECIP).** ECIP is a special MILCON program centrally managed by OSD for all services. The program is submitted to Congress by OSD as a lump sum amount without base or project identification. The services compete for portions of the lump sum amount by submitting candidate projects with detailed justifications to OSD. The program is intended to provide projects that reduce energy consumption and utility costs. OSD reviews the projects, determines which are to be funded, and transfers funds to the service for project accomplishment. HQ USAF and the AFCEC issue annual guidance letters to MAJCOM/DRUs for implementing this program.

3.8.4. **Liquid Fuels Facilities.** Liquid fuels facilities handling Defense Energy Support Center (DESC) owned products are the responsibility of the Defense Logistics Agency (DLA) for MILCON funding and advocacy. In response to the annual DLA program call CONUS MAJCOMs submit MILCON fuels projects to Air Force Petroleum Agency (AFPA) for prioritization and release to DLA. AMC, AFCENT, USAFE, and PACAF submit their projects directly to their Combatant Commands (COCOM). These COCOMs will submit the MILCON fuels projects to DLA, in accordance with DLAM 4270.1, *DLA Facilities Projects Manual*, and DoDM 4140.25, *DoD Management of Bulk Petroleum Products, Natural Gas and Coal*. Also, see AFI 23-201, *Fuels Management* and UFC 3-460-01, *Petroleum Fuel Facilities*, for additional guidance. Submit information copies to AF/A7CF.

3.8.4.1. DLA fuels project data are not maintained in the CE electronic programming database. Word Document generated DD Forms 1391 should be used for fuel projects.

3.8.4.2. Bases or MAJCOMs shall contact AFPA to request DLA funds during the planning phase to develop the requirement, assess the site, and prepare DLA required project documents as needed. (T-2).

3.8.4.3. If a site survey, performed IAW **paragraph 2.3.9**, indicates presence of regulated substances (e.g. POL contamination) at the DLA project site, then a site mitigation plan should be developed during advanced planning to identify how the regulated substances present on-site should be managed to minimize impact to the project.

3.8.5. **Land Acquisition.** Land acquisition guidance is included in AFI 32-9001.

3.8.6. **North Atlantic Treaty Organization (NATO) Security Investment Program (NSIP).** Facilities and equipment required to support U.S. NATO-assigned forces and NATO operational plans should be funded, to the maximum extent possible, through the NSIP in accordance with latest version of DoDD 2010.5.

3.8.7. **DoD Education Activity (DoDEA).** DoDEA is a field activity of the Office of the Secretary of Defense, operating under the authority of the Under Secretary of Defense for Personnel and Readiness in accordance with DoDD 1342.20, *DoD Education Activity (DoDEA)*. DoDEA is responsible for all aspects of providing education programs to eligible DoD dependents, including facilities construction. DoDEA plans and programs its MILCON projects centrally.

3.9. Demolition Policy. Demolition funded as part of a MILCON project should be directly related to the project (e.g., in the footprint of the new construction or no longer needed as a result of new construction). Once a project is appropriated and authorized by Congress, Commanders will ensure that the demolition work identified on the DD Form 1391 is completed. **(T-1).** Any exception to this policy must be documented in a waiver approved by AF/A4C.

3.10. Emergency and Standby Power Authorization. The Air Force authorizes use of emergency or standby diesel generators when needed to support mission-critical functions. Refer to section 5 of AFI 32-1063, *Electric Power Systems* for type of facilities authorized for emergency power. Authorized backup generators are paid by the MILCON appropriation and should be included in the MILCON project, documented in Block 9 of the DD Form 1391 as a separate line item under Supporting Facilities. However; Uninterruptible Power Supply (UPS) systems are not funded by the MILCON appropriation (3300) and should be funded by other appropriations.

Chapter 4

UNSPECIFIED MINOR MILITARY CONSTRUCTION PROGRAMMING

4.1. Unspecified Minor Construction. Unspecified minor military construction (UMMC) projects are authorized by 10 U.S.C. § 2805, *Unspecified Minor Construction*.

4.2. Minor Construction Project Funding. UMMC projects are MILCON projects having a funded cost not to exceed \$3,000,000 unless otherwise authorized by law. However, if the UMMC project is intended solely to correct a life, health, or safety-threatening deficiency, the funded cost can be up to \$4,000,000. (T-0). Any project solely intended to correct life, health, or safety threatening deficiencies, regardless of estimated cost, should clearly state in Block 10 that the project is intended to correct the documented deficiencies and the statutory threshold is \$4,000,000. O&M funded minor construction is covered in AFI 32-1032, *Planning and Programming Appropriated Fund Maintenance, Repair, and Construction Projects*.

4.3. Associated Projects. Each UMMC project should provide a complete and usable facility or improvements to an existing facility. Splitting requirements to keep project costs below the UMMC threshold is prohibited. (T-0). An UMMC project should not be accomplished concurrently with a MILCON project in the same facility. (An UMMC project may precede a MILCON project for a new mission requirement when the UMMC provides a complete and usable facility to meet a specific need. An UMMC project may follow a complete MILCON project when new mission requirements are identified. Repair work in the same facility may be programmed as a separate project and executed with the UMMC project. The programming documents for both projects should be cross-referenced and Commanders will ensure that Congress is notified of intent to proceed with an UMMC project and companion repair work. (T-2).

4.4. Project Submittal Process. The following steps outline the UMMC process:

4.4.1. AF/A4CF issues a call letter to the MAJCOM/DRU/FOAs, requesting a prioritized list of UMMC projects.

4.4.2. MAJCOM/DRU/FOAs must submit a prioritized list of UMMC projects for the execution year. (T-1).

4.4.3. Once a project is submitted, AF/A4CF oversees the project screening, prioritization, approval and congressional notification. Projects not awarded should compete for the next year's UMMC appropriation unless included in the President's Budget. MAJCOM's are responsible for working with installations to update, prioritize and resubmit projects to A4CF for consideration in the next FY's UMMC program.

4.4.4. AF/A4CFC issues design instructions for approved projects through the CE electronic programming database to AFCEC; AFCEC in turn issues a field directive to the design/construction agent to start design of the project.

4.4.5. AF/A4CFC reviews the AFCEC request for authority to advertise and responds to their request accordingly based on an agent approved current working estimate.

4.4.6. AF/A4CF will review funding availability and staff the project for SAF/IEE approval and congressional notification in accordance with 10 U.S.C. § 2805. When a decision is

made to carry out an UMMC project, SAF/IEE must notify the appropriate congressional committees, in writing, of the decision, the justification for the project, and the estimated cost of the project. The project may then be carried out only after the end of the 21-day congressional notification period (14 days if submitted electronically).

4.4.7. AFCEC sends AF/A4CF a request for authority to award and release of funds. AF/A7CF will issue authority to award and authorize funds be sent to the DoD agent. AFCEC will prepare a Form 378 and forward to SAF/FMBIC for dissemination of funds to the agent. **(T-2).**

4.4.8. MAJCOM/DRU/FOAs may submit emergent UMMC projects to AF/A4CF at any time. An emergent requirement is any critical and unforeseen requirement eligible for UMMC funding that is identified after the approval of the IPL and require funding in the current FY. This provides a means of accomplishing a project not previously identified during the budget year. To enable notification, the installation/MAJCOM should provide a complete project approval request package as soon as possible.

4.5. Project Justification. MAJCOM/DRU/FOAs submit project requests under the UMMC authority to AF/A4CF using a DD Form 1391/1391c. Commanders will ensure that requests identify any land acquisition and temporary facilities, indicate the date when the requirement was first known, identify unit or activity relocation in submittal documents, provide the required completion date, and schedule of related equipment delivery. **(T-1).** Identify any O&M funded work associated with the total project scope and provide copies of the DD Form 1391 for any companion O&M project and cross reference DD Forms 1391 to each other. The MAJCOM/A7N shall sign the following statement, included on the DD Form 1391, for all projects submitted to HQ USAF for authority approval: "I have reviewed the DD Form 1391 and assure the document is complete and accurate, and have validated the primary and supporting costs. The scope has been fully coordinated with the user and the Base Civil Engineer." In the submittal, include a Certificate of Compliance for UMMC (**Figure 4.1**) signed by the host installation commander and endorsed by the MAJCOM A7, or designated representative.

4.6. Project Execution. AFCEC will serve as the design/construction manager for Active component projects; the design/construction agent should be determined in accordance with DoDD 4270.5, i.e., normally USACE, NAVFAC, or AFCEC (United Kingdom). **(T-2).** If circumstances warrant, an exception to policy can be requested for an alternate agent through AFCEC to the appropriate DOD design/construction agent.

Figure 4.1. Certificate of Compliance for Unspecified Minor Military Construction Projects Carried out Under Authority of 10 U.S.C. § 2805.

<p align="center">CERTIFICATE OF COMPLIANCE FOR MILITARY CONSTRUCTION PROJECTS UNDERTAKEN UNDER AUTHORITY OF</p>				
<p align="center">TITLE 10 UNITED STATES CODE SECTION 2805</p>				
<p>Project Description and Cost: (Insert project title, location or installation, and a brief statement describing the undertaking.)</p>				
<p>I certify that the project described above complies with Title 10 U.S.C. § 2805 and Department of Defense Regulations as implemented by Air Force Instruction 32-1021. Further, the project is essential and represents the minimum requirements. I have taken every reasonable action to verify the accuracy of these statements.</p>				
<p>Responsible Officials:</p>				
Name,	Title,	Signature,	Date	→ Name, Title, Signature, Date
(Installation Commander)	→	→	→	MAJCOM Commander or
→	→	→	→	Designated <u>Representative</u>

Figure 4.1. Certificate of Compliance for Unspecified Minor Military Construction Projects Carried out Under Authority of 10 U.S.C. § 2805 (Cont'd).

<p align="center">CERTIFICATE OF COMPLIANCE FOR MILITARY CONSTRUCTION PROJECTS UNDERTAKEN UNDER AUTHORITY OF</p>				
<p align="center">TITLE 10 UNITED STATES CODE SECTION 2805</p>				
<p>Project Description and Cost: (Insert project title, location or installation, and a brief statement describing the undertaking.)</p>				
<p>I certify that the project described above complies with Title 10 U.S.C. § 2805 and Department of Defense Regulations as implemented by Air Force Instruction 32-1021. Further, the project is essential and represents the minimum requirements. I have taken every reasonable action to verify the accuracy of these statements.</p>				
<p>Responsible Officials:</p>				
Name,	Title,	Signature,	Date	→ Name, Title, Signature, Date
(Installation Commander)	→	→	→	MAJCOM Commander or
→	→	→	→	Designated Representative

Chapter 5

EMERGENCY, DAMAGED OR DESTROYED, AND CONTINGENCY CONSTRUCTION PROGRAMS

5.1. Purpose of Chapter. This chapter provides guidance for obtaining MILCON projects under certain special program authorities. This chapter implements DoDD 4270.5, *Military Construction*. Special programs include: 10 U.S.C. § 2803, *Emergency Construction*; 10 U.S.C. § 2854, *Restoration or Replacement of Damaged or Destroyed Facilities*; 10 U.S.C. § 2804, *Secretary of Defense (SECDEF) Contingency Construction*; and 10 U.S.C. § 2808, *Construction Authority in Event of Declaration of War or National Emergency*.

5.2. Special Construction Programs.

5.2.1. Emergency Construction (10 U. S.C. § 2803). This provision is used for projects vital to national security or for the protection of health, safety, or the quality of the environment, so urgent they cannot be deferred to the next MILCON submittal.

5.2.1.1. Project Justification and Submittal. MAJCOM/DRUs submit project justifications to AF/A4CF. Commanders will ensure that the submittal includes a DD Form 1391, and a DD Form 1391c, and any additional info requested by AF/A4CF. **(T-1).** The Air National Guard follows similar processes but Commanders will submit emergency construction requests directly to SAF/IEE and coordinate with AF/A4CF. Commanders will ensure that the urgency of the project is explained, including the date the emergency arose and why it was not known in time for inclusion in the MILCON budget currently before Congress. **(T-1).** Commanders will ensure that the submittal also explains the impact on the installation mission if the urgent requirement is deferred until the next MILCON budget submission. **(T-1).**

5.2.1.2. Funding. Emergency construction projects are funded from unobligated balances made available from authorized and appropriated MILCON programs. AFCEC and AF/A4CF will identify and use the oldest savings and cancellations from prior MILCON projects. **(T-2).** Air National Guard Commanders will identify and use the oldest available unobligated MILCON dollars for its emergency construction projects. **(T-2).**

5.2.1.3. Approvals Required. AF/A4CF validates the requirement and submits projects to SAF/IEE for approval and notification to the appropriate Congressional authorization committees. Subsequently, AF/A4CF, through SAF/FMB, requests the OSD Comptroller seeks approval from the Senate and House Appropriations Committees to reprogram the identified offsets to the emergency project. A project may be carried out only if: (1) no objection is raised by the Armed Services Committees and (2) approval from the Appropriations Committees is obtained for reprogramming funds. Emergency projects should be accomplished within approved funds. The maximum that can be obligated by the Air Force under 10 U.S.C. § 2803 in any fiscal year is \$50 million.

5.2.2. Restoration or Replacement of Damaged or Destroyed Facilities (10 U. S.C. § 2854). This authority is used for facilities damaged or destroyed by fire, flood, wind, crashes, explosions, tornadoes, hurricanes, volcanoes, earthquakes, typhoons, etc.

10 U.S.C. § 2854 provides authorization only (no appropriations). There is no annual dollar limit. Commanders will ensure that ANG follows similar procedures for project approval and reprogramming, but work directly with SAF/IEE and SAF/FMB and coordinate with AF/A4CF. (T-1).

5.2.2.1. Criteria for Projects. The destroyed or damaged facility should have been in use or planned for use at the time of the damage or destruction. Restoration or replacement should not provide larger facilities than those damaged or destroyed, except that MAJCOM/DRUs may provide for limited increases as a result of economy of design or compliance with new criteria. MAJCOM/DRUs cannot use these projects to correct space deficiencies.

5.2.2.2. Operations and Maintenance Funds for Clean Up. MAJCOM/DRUs may clean up the damage and minimally restore the facility with Operations and Maintenance funds, provided construction class work does not exceed \$1,000,000. MILCON funds, if subsequently approved for restoration or replacement of the facility, should not reimburse Operations and Maintenance accounts.

5.2.2.3. Project Justification and Submittal. The submittal process for MAJCOM/DRUs is the same as for emergency projects (refer to **paragraph 5.2.1.1**). In addition, the submittal should explain the urgency and indicate, for each facility, the cause of damage or destruction. Include the building number, name, value before damage or destruction, size, and construction type. MAJCOM/DRUs shall certify the project is for restoration or replacement of facilities damaged or destroyed, and any scope increase is a result of economy of design or compliance with new criteria. (T-2).

5.2.2.4. Funding. Project funding is accomplished under the same procedures as emergency construction projects (refer to **paragraph 5.2.1.2**). (T-2)

5.2.3. Secretary of Defense Contingency Construction. (10 U.S.C. § 2804) Use of this authority is rare. Projects should be considered for funding under authorities available to the Secretary of the Air Force before being considered for funding under the authority of the Secretary of Defense.

5.2.3.1. Project Justification. The Air Force should first consider using its Emergency Construction Authority (10 U.S.C. § 2803) and provide reasons to the Secretary of Defense why that authority cannot be used. Use of Contingency Construction Authority does not require identification of funding from project cancellations or savings since limited appropriations are provided to the Secretary of Defense for this authority.

5.2.3.2. Project Submittal. MAJCOM/DRUs shall submit requests according to DoDD 4270.5. (T-2). Requests should include the same information as necessary in **paragraph 5.2.1.1**. In addition, requests should include Unified and Specified Commander's certification the project is vital to US Security. Factors making the project vital to the security of the United States should be described in detail. Reasons the project cannot be programmed in accordance with established planning, programming, and budgeting system procedures, or accomplished using Air Force emergency construction authority should be listed. Also, provide anticipated contract award and design completion dates.

5.2.4. Construction Authority in the Event of Declaration of War or National Emergency. (10 U.S.C. § 2808) The Secretary of Defense may authorize the services to undertake military construction projects not otherwise authorized by law. The Air Force may undertake these projects only within the amount of funds appropriated. The Secretary of Defense will provide guidance at the time this authority is needed.

5.2.5. Emergency Compliance with the EIAP. Emergency situations do not exempt the Air Force from complying with NEPA, prior to commitment of resources. In some situations, limited emergency response may take place while completing the EIAP (refer to 32 CFR Part 989.34(b) and 40 CFR Part 1506.11).

Chapter 6

RELOCATABLE (TEMPORARY) FACILITIES

6.1. Relocatable (Temporary) Use Facilities Background. Current DoD and AF policy is to keep temporary facilities to an absolute minimum; as short-term as possible (less than five years); and only in use until the permanent facility is built or the mission no longer requires their use. These facilities should be functional yet austere. There should be no appearance of permanence, such as brick exteriors, brick building signs, or extensive landscaping. This chapter provides guidance on satisfying both interim (**paragraph 6.2**) and incident (**paragraph 6.3**) facility requirements using relocatable or temporary facilities.

6.1.1. Definition. A relocatable building is a structure that is designed and constructed to be readily moved, erected, disassembled, stored, and reused, and in the context of this Instruction, should be fulfilling a temporary requirement. Also included in the definition are tension fabric structures assembled from modular components and air supported domes, both of which can be easily disassembled, moved, and reused. For the purpose of this Instruction, the definition excludes mobile military equipment such as communications vans, emergency management and command post trailers. Also excluded are tents, modular sheds less than 500 square feet, temporary contractor trailers, and temporary government construction administration trailers that are located on or in the vicinity of a construction site.

6.1.1.1. For guidance on aircraft sunshades, refer to AFI 21-136, *Aircraft Sunshade Management*.

6.2. Interim Facilities. Interim facilities are short-term requirements, normally 5 years or less, resulting from transitory or peak military missions, deployments, contingency operations, disaster relief operations, or urgent requirements pending approval and construction of permanent facilities through the normal MILCON process. DoDI 4165.56, *Relocatable Buildings* authorizes the purchase or lease of relocatable buildings to meet interim facility requirements. It provides the authority to acquire, store, and use relocatable facilities when they are the most feasible and economical means of satisfying interim facility.

6.2.1. Approval Authority. SAF/IEE delegated authority to The Civil Engineer, AF/A4C, to approve the use of relocatable facilities needed longer than five years. AF/A7C further delegated this authority to the MAJCOM/Senior Civil Engineer (including AFRC/A7 and NGB/A7). This authority may not be further delegated.

6.2.2. Program Management. To improve visibility of peak and short-term facility management, all MAJCOM/DRUs and ANG shall submit a comprehensive list of short-term facilities highlighting those approved for longer than five years or which have been on the installation less than five years, but were granted an extension to exceed five years. **(T-0).** Submittal is necessary annually in response to the annual AF/A4CF call letter. The program management procedures outlined in this AFI apply to all relocatable facilities purchased or leased as equipment.

6.2.2.1. Approval for Relocatable Facilities Interim to MILCON. The requiring MAJCOM/DRU shall identify the permanent MILCON or UMMC project for which the relocatable facility is interim. **(T-2).** The MILCON project should be identified in the next available MILCON budget submittal to AF/A4CF

6.2.2.2. Approval of Relocatable Facilities for Peak or Transitory Purposes. Installation Commanders shall submit requests for use of relocatable buildings for peak or transitory purposes to MAJCOM/DRUs. **(T-1).** The MAJCOM/DRU validates the requirement, and if warranted, the MAJCOM/A7 approves the purchase or lease. The Command shall identify the mission for which the relocatable facility is required. **(T-1).**

6.2.2.3. Approval of Relocatable Facilities for Contingency Environments. Refer to guidelines provided in AFI 32-1032, **Chapter 7**, Facilities for Operational Requirements.

6.2.3. Acquisition of Relocatable Facilities. Installation Commanders shall submit a DD Form 1391 to the MAJCOM/DRU or ANG for acquisition of a relocatable facility showing all costs (funded and unfunded) associated with the purchase or lease, with a separate entry for the construction support costs. **(T-1).** An economic analysis (refer to **paragraph 6.2.3.3**) should be included in the submittal.

6.2.3.1. Funded Costs (Non-Recoverable Costs). If funded costs exceed the minor construction threshold, as stated in 10 U.S.C. § 2805, for either purchased or leased relocatable facilities they should be funded from the military construction appropriation (MCA). These costs cannot be included in a lease; they should be funded as a construction project (Minor Construction if costs are under the threshold). Funded (Non-recoverable) facility components include, but are not limited to; foundations, concrete mounting slabs, site preparation, utility connections, stairways, porches or breezeways between units, extra wall covering and paneling, ceramic works, lighting, and other interior and exterior finishes and features not included in the original facility package or unit. In accordance with DoDI 4165.56. Enclosure 3, section c., relocatable buildings may be authorized and acquired as real property. Acquisition of a relocatable facility as real property requires SAF/IEE approval (see **paragraph 6.2.4**). If acquired as real property, the relocatable building is a funded cost.

6.2.3.2. Unfunded Costs (Acquisition Costs). When a relocatable facility is interim to a construction project or is deemed not necessary to provide a complete and usable construction project, it is an equipment item and is an unfunded cost associated with the project. Unfunded costs include relocatable facility acquisition, leasing, delivery to the site, erection, assembly, disassembly, packaging, transporting, maintenance, operation, and refurbishment. Relocatable facilities are purchased as equipment items using Operation and Maintenance funds (3400) if the cost is less than the expense investment threshold (currently \$250,000). If the equipment costs exceed the expense investment threshold, use Other Procurement funds (3080) when appropriate. Research, Development, Test, and Evaluation (RDT&E) funds (3600) may be used to procure relocatable facilities. When relocatable facilities are leased, installations and MAJCOM/DRUs **(T-2)**, will lease them as equipment with Operations and Maintenance funds (3400) (3830 and 3730 for ANG and AFRC, respectively) or RDT&E funds (3600).

6.2.3.3. Economic Analysis Requirement. Installation Commanders shall prepare an economic analysis to support acquisition of relocatable facilities according to the guidelines in AFI 65-501. Prior to exercising annual options to continue leasing interim facilities, the economic analysis should be updated and revalidated.

6.2.3.4. Engineering Evaluation Requirement. Commanders will ensure that an engineering evaluation shall be performed to ensure the relocatable facility meets fire and safety requirements, antiterrorism requirements, and all construction standards established by the Air Force. **(T-2).** Relocatable facilities should use sustainable design and energy efficient operating practices when time, material, and funds permit.

6.2.4. Conversion to Real Property. Conversion of a purchased or leased relocatable building to Air Force real property requires SAF/IEE approval. **(T-1).**

6.2.4.1. Conversion of Purchased Relocatable Facilities Where Funded and Unfunded Costs Exceed \$1,000,000. MAJCOM/DRUs shall submit a DD Form 1391 to AF/A4CF describing the project and showing all costs. **(T-1).** AF/A4CF will request SAF/IEE approval. Upon approval SAF/IEE will notify the House and Senate Armed Services and Appropriations Committees of the AFs intent to convert the facility. If no Committee raises an objection within 21 days after notification (14 days if filed electronically), the notification process is complete, and AF/A4CF will advise the MAJCOM/DRU to proceed with the project. AF/A4CF will resolve any objection, if raised, prior to proceeding. ANG installations will submit documentation described above to NGB/A7 for processing to SAF/IEE.

6.2.4.2. Conversion of Purchased Relocatable Facilities Where Funded and Unfunded Cost is Less than \$1,000,000. MAJCOM/DRU staffs shall submit detailed justifications, including data on funded and unfunded costs, to AF/A4CF for conversion approval. **(T-1).** AF/A4CF will notify commands of approval or disapproval. Installation Commanders will submit documentation described above to NGB/A7 for approval. **(T-1).**

6.2.4.3. Conversion of Leased Relocatable Facilities. This type of conversion involves complex fiscal and legal procedures and should rarely arise. MAJCOM/DRU staffs shall submit requests for such conversions to AF/A4CF for appropriate processing. **(T-1).**

6.2.5. Maintenance of Relocatable Facilities. When leased, the lease can stipulate that the lessor provides maintenance. The using organization is responsible for funding the maintenance cost of their relocatable facilities. The BCE will fund the maintenance cost of the real property associated with the relocatable (e.g., the foundations, site preparation, and utility connections). **(T-2)**

6.2.6. Inventory, Reuse and Disposition of Relocatable Facilities. Purchased relocatable facilities classified as equipment are inventoried and accounted for with an item unique identification (IUID). MAJCOM/DRUs and ANG shall keep an accurate and current inventory of purchased, stored, and inactivated relocatable facilities. **(T-1).** Installation Commanders shall determine if a suitable relocatable asset is available through the MAJCOM/DRU before purchasing any new relocatable building. **(T-2).**

6.3. Temporary Facilities Incident to MILCON. These are short-term facilities required by an Organization while waiting for a MILCON project. Facilities should be of non-permanent construction and removed when the MILCON project is completed and the permanent facility occupied. Relocatable facilities can be used to satisfy these temporary requirements as an unfunded cost to the project. The cost of support to temporary facilities (foundations, site preparation, and utilities) is a funded cost and should be included as a supporting facility on the

DD Form 1391 for the MILCON project. The DD Form 1391 should also indicate that temporary facilities are in use in the Current Situation paragraph. If leased, the full cost of the lease should be included on the DD Form 1391 as an unfunded cost. The lease cost should reflect the period when the facility being constructed is not available. Temporary facility costs should be included in the project life cycle cost analysis used to validate the construction project.

JUDITH A. FEDDER, Lieutenant General, USAF
DCS/Logistics, Installations & Mission Support

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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10 U.S.C. § 2804, *Contingency Construction*

10 U.S.C. § 2805, *Unspecified Minor Construction*

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10 U.S.C. § 2808, *Construction Authority in the Event of a Declaration of War or National Emergency*

10 U.S.C. § 2853, *Authorized Cost and Scope of Work Variations*

10 U.S.C. § 2854, *Restoration or Replacement of Damaged or Destroyed Facilities*

10 U.S.C. § 2912, *Availability and Use of Energy Cost Savings*

10 U.S.C. § 2913, *Transfer of Funds for Energy and Water Efficiency in Federal Buildings*

10 U.S.C. § 18233, *Acquisition*

10 USC section 169 – Reserve Component Facilities

16 U.S.C. §§ 470 - 470-v2, *National Historic Preservation Act*

16 U.S.C. §§ 1531 – 1599, *Endangered Species Act*

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33 U.S.C. §§ 1251 - 1387, *Federal Water Pollution Control ACT - Clean Water Act*

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Forms Prescribed

There are no new forms prescribed by this directive.

Adopted Forms

AF Form 813, *Request for Environmental Impact Analysis*

AF Form 847, *Recommendation for Change of Publication*

DD Form 1390, *FY Military Construction Program*

DD Form 1391, *FY Military Construction Project Data*

DD Form 1391C, *FY Military Construction Project Data (Continuation FAA Form 7460-1, Notice of Proposed Construction or Alterations)* Standard Form 1151, *Non-expenditure Transfer Authorization*

Abbreviations and Acronyms

ACHP—Advisory Council on Historic Preservation

ADA—Americans with Disabilities Act

AF/A7CF—Air Staff Facility Management Division

AFCEC—Air Force Civil Engineer Center

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AF/SG—Air Force Surgeon General

AICUZ—Air Installations Compatible Use Zone

ANG—Air National Guard

AT—Antiterrorism

BCE—Base Civil Engineer

BES—Budget Estimate Submission

CBRA—Coastal Barrier Resources System

CFLI—Core Function Lead Integrator

COCOM—Combatant Command

CSAF—Chief of Staff of the Air Force

DDESB—Department of Defense Explosives Safety Board

DoD—Department of Defense

DoDD—Department of Defense Directive

DoDD 1225—.07 Reserve Component Facilities Program and Unit Stationing

DoDD 1225—.08 Reserve Component Facilities Programs and Unit Stationing

DoDI—Department of Defense Instruction

DERP—Defense Environmental Restoration Program

DESC—Defense Energy Support Center

DLA—Defense Logistics Agency

DRU—Direct Reporting Unit

ECIP—Energy Conservation Investment Program

EIAP—Environmental Impact Analysis Process

EIS—Environmental Impact Statement

ERP—Environmental Restoration Program

FAA—Federal Aviation Administration

FRPP—Federal Real Property Profile

FOA—Field Operating Agency

FONPA—Finding of No Practicable Alternative
FONSI—Finding of No Significant Impact
FHWA—Federal Highway Administration
FTF—Freeze the Footprint
FYDP—Future Year Defense Program
GSA—General Services Administration
GPP—Green Procurement Program
HQ USAF (or HAF)—Headquarters United States Air Force
IRP—Installation Restoration Program
IWIMS—Work Information Management System
LEED—Leadership in Energy and Environmental Design
MAJCOM—Major Command
MCA—Military Construction Appropriation
MFH—Military Family Housing
MILCON—Military Construction
MMRP—Military Munitions Response Program
MTF—Medical Treatment Facility
MWR—Morale, Welfare, or Recreation
NAF—Non-Appropriated Funds
NGB—National Guard Bureau
NATO—North Atlantic Treaty Organization
NSIP—Security Investment Program
OASD (HA)—Office of the Assistant Secretary of Defense (Health Affairs)
OA—Occupancy Agreements
OMB—Office of Management and Budget
OSD—Office of the Secretary of Defense
O&M—Operation and Maintenance
PA—Programmed Amount
PACES—Parametric Cost Engineering System
PB—Presidents Budget
PMP—Project Management Plan
POM—Program Objective Memorandum

PDRI—Project Definition Rating Index
RDS—Records Disposition Schedule
RD&E—Research, Development, Test and Evaluation
RHFO—Regional Health Facility Office
RMD—Resource Management Decision
ROD—Record of Decision
SAF/FMB—Deputy Assistant Secretary of the Air Force (Budget)
SAF/IEI—Deputy Assistant Secretary of the Air Force (Installations)
SCF—Service Core Function
SDD—Sustainable Design and Development
SDDC—Surface Deployment and Distribution Command
SECAF—Secretary of the Air Force
SECDEF—Secretary of Defense
SHPO—State Historic Preservation Officer
SOFA—Status of Forces Agreement
STS—Stress Tension Shelters
TERPS—Terminal Instrument Procedures
TOA—Total Obligation Authority
UFC—Unified Facilities Criteria
UMMC—Unspecified Minor Military Construction
UPS—Uninterruptible Power Supply
U.S.C—United States Code
USFWS—United States Fish and Wildlife Service
USGBC—United States Green Building Council
UST—Underground Storage Tank
WMP-1—War Mobilization Plan 1

Terms

Equipment—All items of installed capital equipment.

Finding of No Practicable Alternative (FONPA)—A finding contained in a Finding of No Significant Impact (FONSI) or Record of Decision (ROD) indicating that the Air Force has evaluated practicable alternatives to siting in a floodplain or a wetland and that there is no other practicable alternative to taking the action in the floodplain or wetland. This finding is based on a rigorous analysis contained in the supporting EA or EIS.

Funded and Unfunded Costs—Definitions of funded and unfunded costs are as follows:

Funded Project Costs—Costs incurred during the construction phases are funded costs and are funded from MILCON appropriations or O&M funded minor construction accounts. Funded costs include, but are not limited to, the following:

Materials—All materials, supplies, and services applicable to the project.

Transportation—Transportation costs applicable to materials, supplies, installed capital type equipment, and government-owned equipment.

Labor—All civilian labor costs including labor costs of construction units composed of foreign nationals. These funded civilian labor costs for a project are determined by the accounting system in the CE electronic database that uses the appropriate shop rate in its calculation. Installation staffs shall not use any method other than the accounting procedures in the CE electronic database to compute civilian labor funded costs. Otherwise, incomplete project costs and subsequent non-compliance with minor construction funding limits might occur.

Overhead—That portion of installation overhead or support costs that can be identified as representing additional costs incurred as a result of the project.

Supervision, Inspection and Overhead—The costs charged by the U.S. Army Corps of Engineers, the Naval Facilities Engineering Command, and the Air Force when serving as the design and/or construction agent.

Travel—All travel and per diem costs.

Equipment Operation—That portion of costs applicable to the operation and maintenance of government-owned equipment. Such costs shall be computed on an hourly rate (shown in AFI 65-601V1).

Supported Component—Components identified in BRAC 2005 as transferring installation management functions to another Component at a Joint Base.

Supporting Component—The Component identified in BRAC 2005 as having installation management functions transferred to them from one or more supported Components and is now responsible for providing Installation Support for the entire Joint Base.

Unfunded Costs—Some efforts in support of military construction are identified as unfunded costs. Unfunded costs are those that (a) are part of the construction effort associated with a military construction or O&M funded minor construction project, (b) are financed from appropriations other than MILCON or O&M funded minor construction, and (c) are not reimbursed by appropriations available for MILCON. For further information refer to DoD FMR 7000.14R, Volume 3, Chapter 17. Unfunded costs are capitalized as part of the real property investment and include the following:

Military Labor—Military labor costs used for a project are unfunded. These unfunded military labor costs are determined by the accounting system in the CE electronic database that uses the shop rate in its calculation. Installation staffs shall not use any method other than the CE electronic database accounting procedure to compute these unfunded military labor costs. Otherwise, incomplete project costs and subsequent noncompliance with minor construction funding limits might occur.

RED HORSE and Prime BEEF Units—The labor costs of RED HORSE and Prime BEEF units are unfunded. These are costs for all labor performed by these units on a project. These costs are computed directly from the labor performed and use of the shop rate is not applicable.

Depreciation—Costs applicable to the depreciation of government-owned equipment in accordance with hourly rates determined in Chapter 26 of DoD Manual 7220.9-M, "Asset Use Charge."

Materials—Materials, supplies, and items of installed capital equipment obtained specifically for a project on a non-reimbursable basis, either as excess distributions from another Military Department of Defense Agency or as excess distributions from other Government agencies. A military Department of Defense Agency is precluded from using materials, supplies, or items of installed capital type equipment on its own minor construction projects on a non-reimbursable basis.

Fringe Benefits—Unfunded civilian fringe benefit rates as prescribed in Chapter 9 of AFI 65-601, Volume I, for DoD civilian personnel.

Gifts—Gifts from private parties.

Attachment 2

CERTIFICATE OF COMPLIANCE

Certificate of Compliance For Critical Planning Actions.

Command:

Base, State, Country (if Overseas):

Project Title:

Project (Automated Civil Engineering System) Number:

I. INSTRUCTIONS:

Place one X in the most appropriate response for each topic area to show status of compliance. When responding to a statement requiring additional data, fill in the blank with appropriate information. If none of the printed statements are appropriate, add or attach an appropriate comment. For MILCON projects, the BCE and installation commander shall sign the certificate and submit it to the MAJCOM where it will be updated and readily available to HQ USAF.

II. PLANNING:

1. Environmental Impact Analysis Process (AFI 32-7061):

____ Categorical exclusion (CATEX) number _____ applies. (See AF Form 813)

____ Environmental Assessment/Finding of No Significant Impact: Expected completion date is _____.

____ Environmental Assessment/Finding of No Significant Impact: Signed _____ (date).

____ Final EIS/Record of Decision: Expected completed date is _____.

____ Record of Decision signed on _____ (date).

____ Foreign nation or protected global resource exemption number _____ applies.

____ Environmental study (or review underway) under preparation. Expected completion date is _____.

____ Environmental study (or review) completed on _____ (date).

2. Wetlands (AFI 32-7064):

____ Project is not sited in or adjacent to a wetland.

____ Requirements of Clean Water Act, Section 404 & 401 in progress. Estimated completion date is _____.

____ Section 401 Certification completed _____ (date).

____ Section 404 Permits issued _____ (date).

____ Finding of No Practicable Alternative approved via EA/FONSI or EIS/ROD on: _____ (date).

3. Floodplains (AFI 32-7064 [and UFC 3-201-01](#)):

- _____ Project is not sited in a 100-year flood plain.
- _____ Project is sited in a 100-year flood plain. Requirements of EO 11988 and EO 13653 completed via Finding of No Practicable Alternative approved via EA/FONSI or EIS/ROD on: _____ (date).
- _____ Project is sited in a 100-year flood plain. 100-year flood plain and flood mitigation design features comply with UFC 301-201-01, *Civil Engineering*.
- _____ Renovation of facility is greater than \$7.5M and is on a facility already located in a 100-year flood plain. The vulnerability of the mechanical and electrical subsystems was evaluated and necessary measures are incorporated into the project to mitigate the vulnerabilities.

4. Coastal Zone Management (AFI 32-7064):

- _____ Project does not directly affect a state coastal zone.
- _____ Consistency determination is being developed. Estimated completion date is _____.
- _____ Consistency determination completed on _____ (date).

5. Coastal Barrier Resources (AFI 32-7064):

- _____ Project is not sited within the Coastal Barrier Resources System.
- _____ Project exempt from the Coastal Barrier Resources Act (CBRA).
- _____ Consultation with the Regional Director, United States Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS) in progress. Estimated completion date is _____. Consultation with the Regional Director, USFWS, concluded _____ (date).

6. Threatened and Endangered Species (AFI 32-7064):

- _____ Project has no potential for affecting threatened or endangered species or critical habitats.
- _____ Based on consultation with USFWS/NMFS or host nation liaison on _____ (date), threatened or endangered species in the vicinity of the project will not be affected.
- _____ Consultation with USFWS/NMFS underway in accordance with the Endangered Species Act.
- _____ Formal consultation with the Regional Director, USFWS completed on _____ (date).
- _____ Biological Assessment is required. Estimated completion date is _____.
- _____ Biological opinion issued by USFWS on _____ (date).

7. Cultural Resources Management (AFI 32-7065):

- _____ Properties affected by project are addressed in a Programmatic Agreement that was fully executed with the State Historic Preservation Officer (SHPO) and the Advisory Council on Historic Preservation (ACHP) on _____ (date).
- _____ Project area has not been surveyed for historic properties. Survey requirements are identified in the A-106 system and the estimated completion date is _____.

- ☐ Project area has been surveyed and no historic properties were identified; the SHPO was notified by letter dated _____.
- ☐ Survey identified historic properties but the project will have no effect on them; written concurrence by the SHPO is dated _____.
- ☐ After consultation, SHPO concurred the project will have no adverse effect on historic properties by written correspondence dated _____.
- ☐ Project will have an adverse effect on historic properties. A Memorandum of Agreement (MOA) mitigating the adverse effect was executed on _____ (date).
- ☐ Estimated date to execute the MOA is _____ (date) or no MOA was developed and the formal comments of the Council were sought in a memo dated _____.
- ☐ Project will affect a site or property of interest to Native Americans. Appropriate Native American Tribe or Group contacted on _____ (date).
8. Interagency and Intergovernmental Coordination for Environmental Planning :
- ☐ Coordination of proposed project with the state Single Point of Contact or other agencies is not required.
- ☐ Coordination with the state Single Point of Contact is in progress. Expected date of completion is _____ (date).
- ☐ Proposed project was coordinated with the state Single Point of Contact or other agencies on _____ (date). (Specify any other agencies.)
9. Environmental Permits (AFIs 32-7040, 7041, 7042, 7044):
- ☐ No permits are required.
- ☐ No permits required, but regulatory agency notification required prior to construction (e.g., underground storage tank removals)
- ☐ The following permits are required prior to construction: (List the construction and operating permits).
10. Potentially Regulated Substances at Existing Sites (AFIs 32-1052, 7042)
- a. Asbestos:
- ☐ Not present
- ☐ Survey underway
- ☐ Present (Describe mitigation, or state why mitigation is not necessary.)
- b. Lead-Based Paint:
- ☐ Not present
- ☐ Survey underway
- ☐ Present (Describe mitigation, or state why mitigation is not necessary.)
- c. Ozone depleting substance:
- ☐ Not present
- ☐ Survey underway
- ☐ Present (Describe mitigation, or state why mitigation is not necessary.)

d. Polychlorinated biphenyls (PCBs):

- ☐ Not present
- ☐ Survey underway
- ☐ Present (Describe mitigation, or state why mitigation is not necessary.)

e. Radon:

- ☐ Not present
- ☐ Survey underway
- ☐ Present (Describe mitigation, or state why mitigation is not necessary.)

f. Other known hazardous or toxic substances and pollutants (e.g., contaminated soils):

- ☐ Not present
- ☐ Survey underway
- ☐ Present (Describe mitigation, or state why mitigation is not necessary.)

11. Radon at New Construction Sites:

- ☐ Not Present
- ☐ Present (Describe mitigation, or state why mitigation is not necessary.)

12. Environmental Restoration Program:

- ☐ Facility is not sited on or near an ERP site.
- ☐ Facility is sited near an ERP site approximately _____ feet away.
- ☐ Facility is on an ERP site.
- ☐ The site is projected to be remediated and/or closed out on _____ (date), prior to commencement of construction activities.
- ☐ The nature of the site contamination does not preclude the type of construction activity proposed.
- ☐ There is a Compliance Agreement (CA) associated with this site and this project does not hinder the ability to meet the requirements of the CA.
- ☐ A Remedial Investigation Feasibility Study was completed on _____ (date) to accurately delineate the extent of the contamination.
- ☐ Cost of remedial action is included as part of MILCON project.

13. Air Pollutants (AFI 32-7040):

a. Generation:

- ☐ Will not be generated by the operation or construction of this facility.
- ☐ Will be generated by the operation or construction of this facility. Describe type and amount of substances expected to be generated, existing control systems, and the need for additional controls.

b. Conformity:

- ☐ Conformity analysis required.
- ☐ Conformity analysis not required.

14. Water Pollutants (AFI 32-7041):

- ☐ Facility will not generate water pollutants.
- ☐ Facility construction will not cause soil erosion.
- ☐ Facility will generate water pollutants. Describe type and amount along with minimization, treatment, and disposal plan.
- ☐ Facility construction will cause erosion and require an erosion control plan.

15. Solid and Hazardous Wastes (AFIs 32-7042):

- ☐ Facility will not be used for managing solid or hazardous wastes.
- ☐ Facility will be for managing solid or hazardous wastes.

16. Underground Storage Tanks (AFI 32-7044) (Check all that apply):

- ☐ No underground storage tanks are involved.
- ☐ New underground storage tanks will be installed.
- ☐ Existing tanks on the project site will be removed.
 - ☐ Regulatory agency was notified on _____ (date).
 - ☐ Contamination exists.
 - ☐ Cost of contamination clean-up is included as part of MILCON project.
 - ☐ Contamination does not exist.
 - ☐ Contamination unknown.
- ☐ Existing tanks on the project site will be retained.
 - ☐ Contamination exists.
 - ☐ Contamination does not exist.
 - ☐ Contamination unknown.

17. Air Installation Compatible Use Zone (AFI 32-7063):

- ☐ Facility is sited within acceptable noise level according to the Air Installation Compatible Use Zone Study. No noise level reduction is required.
- ☐ Facility is not sited in compliance with Air Installation Compatible Use Zone Study. Noise level reduction of _____ will be provided in design and construction.

18. Installation Development Plan (AFI 32-7062):

- ☐ Facility is sited in accordance with the Installation Development Plan and is within a compatible land use area.
- ☐ Facility is not sited in accordance with the Installation Development Plan and is not within a compatible land use area for the following reason:
_____.

19. Airfield Clearance Criteria (UFC 03-260-01):

- ☐ Facility is in compliance with airfield clearance criteria, including clear zone, accident potential zones, frangibility requirements, and airfield airspace (height obstruction) criteria and poses no potential threat to flight safety.
- ☐ A request for waiver to airfield/air space clearance criteria is being prepared. Expected completion date is _____.

- ____ A temporary waiver for construction activity in the airfield vicinity was approved on _____ (date).
- ____ A permanent waiver of airfield/air space clearance criteria was obtained on _____ (date).

20. Air Space Use:

- ____ Project does not affect air space use and does not require submittal of FAA Form 7460-1 to the Regional Office of the FAA.
- ____ Project sent to Regional FAA on _____ (date). Obstruction marking and lighting recommendations are included in the project.

21. Explosives Quantity/Distance Siting and Safety Clearance Criteria:

- a. Projects (new construction, facility modification, or change in use) involving explosives storage or handling.
- ____ Explosives safety siting approval obtained on _____ (date).
- ____ Request for explosive safety siting approval sent to MAJCOM on _____ (date). Expected approval date is _____.
- ____ Request for Waiver/Exemption sent to MAJCOM on _____ (date). Expected approval date is _____.
- b. Projects not involving explosives (new construction, facility modification, or change in use).
- ____ Project is not sited within explosives clear zones.
- ____ Explosives safety siting approval obtained on _____ (date).
- ____ Request for explosive safety siting approval sent to MAJCOM on _____ (date). Expected approval date is _____.
- ____ Request for Waiver/Exemption sent to MAJCOM on _____ (date). Expected approval date is _____.

22. Air Base Survivability, Conventional Hardening, Chemical Protection Levels and Priorities, Camouflage, Concealment and Deception:

- ____ Project does not affect air base operability
- ____ Facility is sited or constructed in compliance with criteria contained in WMP-1
- ____ Waiver or exemption required; request submitted to MAJCOM Civil Engineering Readiness Office, in accordance with WMP-1 on _____ (date).
- ____ Waiver or exemption granted on _____ (date).

23. Allowance for the Physically Handicapped:

- ____ Project provides all design features for handicapped.
- ____ Project provides access and limited features.
- ____ Project provides access but no other features.
- ____ Design features for handicapped are not required.
- ____ Design features will not be provided for the following reason: _____.

24. Real Estate Requirements (AFI 32-9001, [32-9005](#) and [UFC 1-300-08](#)):

- ☐ Project does not require acquisition of real estate interest.
- ☐ Project requires acquisition of a real estate interest over \$750,000.
- ☐ Land interest is to be acquired through minor land authority.
- ☐ Other (explain): _____.

25. Antiterrorism/Force Protection: Antiterrorism/force protection measures included in this project are based on a completed installation terrorist threat assessment and a completed Command or Joint Staff Installation Vulnerability Assessment.

- ☐ Antiterrorism/force protection measures included in this project satisfy requirements established by a completed installation Physical Security and Force Protection Plan (DoDI 2000.16. Standard 4).
- ☐ Project meets or exceeds the requirements of DoD Antiterrorism Construction Standards.

26. Excess Space:

- ☐ Excess space is not available to satisfy the requirement.

27. Temporary Facilities Incident to Construction:

- ☐ Temporary facilities are not required for this project.
- ☐ Temporary facilities are required for this project and will be demolished or removed upon completion.

28. Communications and Information Support:

- ☐ The communications equipment, information technology systems, pre-wiring costs, and other requirements for this project have been identified and are included in the project cost estimate and all other applicable project documents. A copy of the communication cost estimate is attached to the DD Form 1391.

29. Sustainable Design and Development:

- ☐ Project meets the requirements of UFC 1-200-02.
- ☐ Project meets the requirements of UFC 3-210-10.
- ☐ Project will qualify for third-party green building certification (Leadership in Energy and Environmental Design (LEED) or equivalent).

30. Seismic Considerations:

- ☐ Seismic planning and design complies with UFC 03-310-04.
- ☐ Seismic evaluations performed for existing facilities.
- ☐ Seismic deficiencies identified by the seismic evaluations are mitigated by project completion.

31. Joint Use Certification (include selection on DD Form 1391):

- _____ Mission requirements, operational considerations, and location are incompatible with use by other components.
- _____ This is an installation utility/infrastructure project, and does not qualify for joint use at this location. However, all tenants on this installation are benefited by this project.
- _____ This facility can be used by other components on an as available basis; however, the scope of the project is based on Air Force requirements.
- _____ This facility is programmed for joint use with _____ (identify the component the facility is jointly used with); however, it is fully funded by the Air Force.
- _____ The facility is programmed for joint use with _____ (identify the component(s) the facility is jointly used with) and is conjunctively funded by _____ (identify the participating component(s)).

I concur with the above statements.

Base Civil Engineer (date)

Installation Commander (date)